

Job Title: Warehouse Material Handler

Reports To: Warehouse Supervisor

Position Summary:

The Warehouse Material Handler position requires that the employee demonstrate additional skills and experience required to work effectively and efficiently within the department with little supervision. The goal of all warehouse employees is to exhibit and practice true professionalism at all times when dealing with clients and all co-workers.

Essential Duties and Responsibilities:

- Ability to drive, operate skillfully and safely clamp, single and double-blade forklifts in accordance with OSHA standards.
- Must be able to perform basic maintenance checks and record information on assigned forklift.
- Ability to pull, stage and ship case good shipments with 100% accuracy.
- Ability to accurately check in, unload and put away all inbound materials.
- Ability to accurately load and ship cased goods from a BOL.
- Ability to provide forklift support for bottling line operations as needed.
- Ability to record and locate case goods to the proper assigned warehouse lanes from the production lanes or within the warehouse lane system to maximize and utilize the optimum use of warehouse space.
- Ability to palletize case goods, perform special projects and able to repeatedly lift up to 60 lb.
- Ability to count and record accurately all case good physical inventories.
- Coordinate warehouse staging of glass, dry goods and finished goods under the guidance and direction of the Warehouse Supervisor while coordinating such activities with bottling line forklift operators.
- Ability to perform additional duties, as assigned by the Warehouse Supervisor and/or Manager.
- Complete understanding of safety procedures for assigned work area.
- Maintain a clean and safe work environment on a daily basis.
- Maintains a positive and professional attitude at all times.

Qualifications:

- 2+ years of recent Forklift operations/experience with previous certification.
- Ideally 2 years of warehouse operational experience loading/unloading trailers, processing Bills of Ladings, receiving and shipping documentation.
- MRP (NAV) and Outlook experience is helpful.
- High school graduate or equivalent.
- Good math and English reading and writing skills.
- Attention to detail and good organizational skill.
- Ability to work overtime when required.
- Ability to “multi-task” and handle various duties within a work schedule.
- Highly motivated and strives for excellence within the warehouse organization.
- Good interpersonal skills and ability to communicate effectively with Purple co-workers, Supervisors/ Managers, truck drivers and other personnel as needed.

Physical Demands:

Stand	F	Lift/Carry	F
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Walk	O	10 lbs or Less	O
Sit	F	11 – 20 lbs	O
Handling/Grasping (repetitive motions)	F	21 – 50 lbs	O
Reaching Above Shoulder	O	51 – 100 lbs	O
Reaching Outward	F	Over 100 lbs	N
Climb	R	Push/Pull	O
Crawl	R	12 lbs or Less	O
Squat or Kneel	O	13 – 25 lbs	O
Bend	O	26 – 40 lbs	O
Working at the computer	O	41 – 100 lbs	O
Driving	C	Near Vision (closer than arm's length)	C
Respirator Use	N	Far Vision (farther than arm's length)	C
Other Personal Protective Equipment Use	C	Color Vision	C

N (Not Applicable)	Activity is not applicable to this occupation.
R (Rarely)	Occupation requires this activity several times a month (not daily)
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.